

SYSTEMS/ADMINISTRATION (continued)

➡ Revised Direct Account Inventory Dates

FSC-187-A (for all regions except New York Metro, Southern California and Seattle) titled "Direct Account Inventory Levels for All RJR Cigarette Brands Stocked" states that direct account inventory levels be taken January 15, 16, 17 and 18, 1996. As the Company paid holiday schedule now includes the Martin Luther King holiday, which occurs on Monday, January 15, direct account inventory levels should now be taken on January 16, 17, 18 and 19, 1996.

Inventory dates for the New York Metro, Southern California and Seattle Regions have not changed and continue to be January 9, 10, 11 and 12, 1996.

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SYSTEMS/ADMINISTRATION (continued)

➡ Reassignment of Laptop Upon Change in Job

Based on our conversation in Winston-Salem last week during the ROM meeting regarding the laptop when an employee changes jobs, the following procedure should be followed:

- If an employee moves to a new job that has the same laptop application, they should take their laptop with them (example: Retail Manager to Division Manager or Account Manager to Key Account Manager).
- If an employee moves to a new job that requires a different application, the laptop must be returned to Winston-Salem and a new laptop will be issued (example: Sales Rep to Retail Manager or Account Manager, Division Manager to Key Account Manager or Account Manager to Division Manager).

Also, the office relocation/equipment request form #1038 in F3 Fill should be completed and sent to Winston-Salem. (Once you go into F3Fill main menu, click once on "Misc" then click once on "Other".) At this time, forms in F3Fill are not connected to the new XcelleNet mail and must be faxed to Winston-Salem.

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**BEST WISHES FOR A HAPPY
HOLIDAY SEASON AND A
PROSPEROUS NEW YEAR!!**